

## CHAPTER 9. REIMBURSEMENT OF AUXILIARISTS

### A. Applicability.

1. Title 14, United States Code, Section 831 (14 U.S.C. § 831) states, "When any member of the Auxiliary is assigned to such duty he may, pursuant to regulations issued by the Secretary, be paid actual necessary traveling expenses, including a per diem allowance in conformity with standardized Government travel regulations in lieu of subsistence, while traveling and while on duty away from his home."
2. Reimbursement for Auxiliary travel to, from and during officially assigned duty will be consistent with reimbursement permitted by Federal civilian employees under the Federal Travel Regulations (FTR).
3. The provisions of this chapter apply only to CG funded orders issued to Auxiliarists for official duty. They do not apply to Auxiliary funded orders.

### B. Exceptions.

1. Since Auxiliarists do not have a permanent duty station like permanent (military or civilian) members, their "official station" (as defined by 301-1.3 of the FTR) is considered to be the unit who assigned them for a particular mission or duty. Since a permanent site member is not eligible for reimbursement for expenses incurred at their official station, strict interpretation of the FTR would make Auxiliarists ineligible for reimbursement for almost any mission to which they are assigned.
2. This inflexible policy interpretation is clearly contrary to the provisions of 14 U.S.C. § 830, which authorizes the use of CG appropriations for the payment of actual necessary expenses and subsistence. Therefore, Auxiliarists will be excepted from these particular requirements of the FTR and will be reimbursed for actual expenses at their official station when under orders from the CG. The actual expenses shall not exceed the applicable mileage, lodging, and meals and incidentals rates established in the FTR.
3. The FTR is written for Government salaried employees. As such, the costs of getting to/from work are assumed to be part of that salary and therefore, reimbursement for getting to/from work such as parking, mileage, or tolls is not necessary. However, since Auxiliarists are volunteers and receive no salary for their work, reimbursement for the extraordinary expenses involved with their service is reasonable.

- C. Authorization to Travel. To be eligible for reimbursement for travel, the Auxiliarist must be traveling on reimbursable orders issued by an appropriate CG official. Travel by an individual or the use of a vehicle, boat, or airplane without CG orders is done as a private citizen of the United States and is not covered by 14 U.S.C. §§ 831, 832 or other provisions pertaining to the Auxiliary.
- D. Non-reimbursable Orders. Non-reimbursable orders do not entitle the Auxiliarist to any type of reimbursement. These orders are issued to provide liability coverage for the Auxiliarist while performing duties for the CG. For patrol orders, the appropriate box will be checked indicating non-reimbursable orders. Travel orders will contain the following statement on the non-reimbursable orders:

"The Government will pay no part of any expense incurred under this authorization. If you do not want to bear the necessary expenses, you will consider this authorization canceled."

- E. Types of Travel Orders. Auxiliarists may receive several different types of orders:
1. Trip orders. These orders are issued to an Auxiliarist to attend a specific function (conference, school, meeting). They are written for a specific location and period of time. An Auxiliarist serving at a unit on an occasional basis would receive this type of order.
  2. Monthly/quarterly orders. These orders are normally used for an Auxiliarist who serves at a certain station or office on a regular basis over an extended period of time. The purpose of this type of order is to reduce the administrative need to issue the same orders many times over a period of time. Travel conducted under this type of order is accomplished throughout the stated period, with a single claim for reimbursement filed at the end of that period. The Auxiliarist who provides weekly administrative assistance at a director's office or someone serving as a regular weekend watchstander at a station or group could receive this type of orders. Orders covering periods longer than a quarter are discouraged.
  3. Patrol orders. These orders are issued to order the use of an Auxiliary facility (boat, airplane, land mobile radio facility, special purpose facility). These orders can be reimbursable or non-reimbursable.
  4. Verbal orders. In times of emergency or critical operational need, an Auxiliarist may receive verbal orders to proceed on a mission. These orders can be reimbursable or non-reimbursable. The orders must be noted in the unit logs of the unit issuing the order and must be followed up

with written orders as soon as conditions permit (for reimbursement if authorized or with non-reimbursable orders if injury, damage, or mishap occurs).

5. Invitational Orders. Invitational orders are issued to individuals who are not associated with the CG or the CG Auxiliary. These orders authorize the travel of a civilian at the Government's expense for the purpose of supporting a CG mission or activity. These orders may only be issued by Commandant (G-W). The specific procedures for invitational orders are covered in Commandant Instruction 12570.3 (series) and will be administered by Commandant (G-OCX-1).
6. Official Foreign Travel Orders. All Auxiliarists intending to conduct foreign travel for the CG must have written orders in hand prior to departure from the U.S. Official foreign travel by Auxiliarists must be cleared through the Office of International Affairs (G-CI) and approved by the Commandant. Auxiliarists must realize although they are traveling under CG orders, they may not be protected under various Status of Forces Agreements with foreign countries since they are not military personnel. (These provisions do not apply for emergency SAR missions in foreign waters.)

F. Coast Guard Orders.

1. Auxiliarists are normally assigned to temporary additional duty (TAD) using form CG-4251 (Appendix 9-A). This form can be used for both reimbursable and non-reimbursable orders.
2. Although Auxiliarists will not normally be tasked with preparing these order forms, it is important they understand certain information contained on this form. If uncertain about what is expected or upon noting an error, it is important the traveler understands the necessity to resolve their concerns before departure.
  - a. Ensure the departure date and estimated days absent are correct (boxes 5 and 6).
  - b. Box 9 should contain the place (or places) you are scheduled to visit. It should be specific, indicating more than just the city you are visiting.
  - c. Box 10 indicates some of the special conditions needed for these orders. Items such as a conference registration fee, excess baggage to carry Government equipment, or the authority to rent a

car are indicated in this box. If these items are needed and not indicated, reimbursement will not be possible.

- d. Box 11 indicates the mode of travel authorized. If a privately owned car is going to be used, it must be indicated here. If not, reimbursement will not be available.
  - e. Box 12 is used to indicate special instructions or to authorize additional items on the travel order. This section will also contain a certification for signature that there are no unresolved travel advances from previous travel. Non-reimbursable orders should be noted in this box.
  - f. Box 13 is signed by the traveler, indicating acceptance of the orders and the conditions listed therein.
  - g. Box 14 contains the accounting data and other information for funding these orders. Contained within this line is the Travel Order Number (TONO NO.), which is needed for the travel claim after the travel is completed.
  - h. Box 16 and 17 contain the appropriate mileage and per diem rates for this particular travel. Expenses beyond these rates can not be reimbursed unless prior authorization has been received. If a scheduled meeting or conference is being held at a place exceeding these rates, ensure you get authorization for actual expenses before departing.
2. Patrol orders are issued using forms CG-5132 and CG-5132-1 (ANSC #7000 and #7000A) (Appendix 9-B) and the procedures for this order type are contained in the Auxiliary Operations Policy Manual (COMDTINST M16798.3 (series)).

G. Reimbursement Guidelines. Specific questions regarding travel policies contained in the FTR should be referred to the local civilian travel management specialist or the Authorized Certifying Officer (ACO). General guidance for specific reimbursement issues for Auxiliarists are as follows:

- 1. Per diem allowance. Auxiliarists traveling on official orders may be authorized per diem. This per diem is provided to cover the costs of lodging, meals, and certain incidentals while traveling.
- 2. Transportation. Travel on official business shall be by the method of transportation which will result in the greatest advantage and least cost to the Government.

- a. Commercial transportation. Normally, travel by commercial transportation is considered to be the most advantageous to the Government. Auxiliarists traveling by air under government orders must use discount prices available through Government contract air carriers when available. Similar Government contracts exist for rail and bus transportation and must be used if available. Failure to use these rates will make the Auxiliarist liable for the difference between the contract and actual rates. These rates are available upon presentation of the Auxiliarist's ID card and a copy of the official orders.
- b. Personally owned conveyance. Travel using a personally owned conveyance will only be authorized when its use is advantageous to the Government. Use of this means of transportation must be specifically authorized on the orders. Reimbursement will be provided based on mileage at the prevailing FTR mileage rate when deemed to be advantageous to the CG.
- c. Rental cars. When authorized, Auxiliarists may use rental cars while on official travel. Rental car costs together with the costs of gas/oil, tolls and parking, are reimbursable. The costs of damage waivers or insurance are not reimbursable.
- d. Unused airline tickets remain the property of the Government and must be returned for credit. Auxiliarists may not use frequent flier miles collected during travel under official orders.

3. Lodging.

- a. When authorized under orders to remain overnight, the Auxiliarist will be reimbursed for lodging at a rate not to exceed the prescribed per diem rate for that particular geographic area. The prescribed maximum per diem rates are listed in the FTR and are available through the director or civilian travel office.
- b. If lodging is required at a rate exceeding the maximum lodging rate, prior authorization for actual lodging expenses must be obtained in order to get full reimbursement. This authorization should be attached to the orders and submitted with the travel claim.

4. Subsistence.

- a. Dining facilities. Auxiliary members are eligible to dine in CG dining facilities. However, the dining facility must be notified in advance when Auxiliarists plan to dine there, especially at the smaller facilities, to ensure sufficient meals are prepared. The charges and procedures for dining in these facilities are as follows:
- (1) Assigned to duty at a place under *reimbursable* orders which is accessible to a CG dining facility. Auxiliarists will have to pay for their meals and then be reimbursed at the category (2) meal rate. The Auxiliarist's orders must be endorsed at the dining facility to show the number and type of meals provided.
  - (2) Assigned to duty at a place under nonreimbursable orders which is accessible to a CG dining facility. Auxiliarists shall be provided with partial rations, entitling them to dine without paying. The Auxiliarist's orders must be endorsed at the dining facility to show the number and type of meals provided. A copy of the orders will have to be provided to the dining facility.
  - (3) Auxiliarists under verbal orders must pay for meals and then seek reimbursement upon receipt of the written orders. Reimbursement will be paid at the prevailing per diem rates for meals in that geographic area. The prevailing per diem rates are listed in Appendix A to Chapter 301 of the FTR, and are available from the district/regional Director of Auxiliary.
  - (4) Assigned to duty at a place under reimbursable orders which is not accessible to a CG dining facility. Auxiliarists must pay for their own meals, subject to reimbursement at the prevailing per diem rates for that geographic area. The prevailing per diem rates are listed in Appendix A to Chapter 301 of the FTR, and are available from the district/regional director of Auxiliary.
  - (5) Auxiliarists serving in flight status on CG aircraft are entitled to flight rations. If meals are provided to the aircrew, Auxiliarists are entitled to the same meals and do not have to pay for same. If the aircrew is required to pay for their meals, then the Auxiliarist should do the same and file for reimbursement.

- (6) Auxiliarists may dine at a CG dining facility while not assigned to duty, subject to the availability of meals. They will pay the category (1) meal rate and are not eligible for reimbursement. Dining under these circumstances must be approved in advance by the unit CO/OIC.
    - (7) Auxiliarists will not be paid per diem for any period during which a member is performing duty on a cutter or boat, including Auxiliary facilities.
  - b. Reimbursement of meals at the actual expenses rate is not authorized for Auxiliarists traveling under government reimbursable orders.
- 5. Additional Expenses. Certain additional expenses may be claimed for reimbursement if these expenses are incurred while conducting travel associated with CG reimbursable orders. These expenses include:
  - a. Local travel. Reimbursement is allowed for the normal costs of taxi/limo services (including reasonable tips) between airports or other terminals, and the Auxiliarist's home. Fares over \$25.00 require a receipt.
  - b. Baggage costs. Tips for handling baggage containing Government property necessary for the travel will be reimbursed. Excess baggage charges, when specifically authorized, will be reimbursed. Tips for handling personal baggage are not reimbursable.
  - c. Conference/meeting rooms. When authorized on the orders, the cost of a conference room for Government business is reimbursable.
  - d. Telephone call. Auxiliarists, while under orders, are entitled to one telephone call to home each day while away on orders for more than two nights. A receipt for this call is required and maximum reimbursement is limited to \$3.00 per call. (Official telephone calls should be indicated separately.)
  - e. Traveler's check charges. Transaction fees for traveler's checks purchased in conjunction with official travel are reimbursable.
- H. Actual Necessary Expenses of Operations. Auxiliary members are also eligible for actual expenses of operations when using their motorboat, yacht, aircraft, or radio station in conjunction with CG orders (14 U.S.C. § 830). The "actual necessary expenses of operation" are defined as including fuel, oil, power,

water, supplies, and provisions used in the conduct of those orders. The procedures for obtaining reimbursement for these items are listed in the Auxiliary Operations Policy Manual (COMDTINST M16798.3 (series)).



I. Travel Claim Procedures.

1. Prior to the Auxiliarist's first travel claim submission, the member must register for electronic transfer/direct deposit of the reimbursement check. **Electronic funds transfer is required by government request.** The required form and instructions are contained in Appendix 9-C to this chapter.
2. Reimbursement for patrol orders are submitted using the Patrol Order form. Procedures for submitting claims for patrol orders are outlined on the Patrol Order form.
3. Claims for reimbursement of administrative travel must be completed on DD form 1351-2. The latest form revision is dated August 1997 and should be used whenever possible. A copy is provided as Appendix 9-D and may be copied for use. This form should be turned into the CG office which issued the travel orders within five (5) days of the travel completion. The issuing office must complete an administrative review of the before forwarding the claim for payment.
4. Completing the DD-1351-2 (Appendix 9-D).
  - a. PAYMENT (block 1) - After the paperwork to set up electronic transfer is completed (see Appendix 9-C), check the Electronic Fund box to have reimbursement check electronically forwarded to your bank account. CASH payments are not available to Auxiliarists.
  - b. TYPE OF TRAVEL - Check "TDY" and "Member/Employee"
  - c. FOR D.O. USE ONLY - Leave blank.
  - d. Information blocks (blocks 4 - 8) - Use full first and last names, together with middle initials. For "Grade", insert "USCG Auxiliary." Include Social Security Number (SSN). For address, use your home address and use your home telephone number.
  - e. Travel Order Number (block 9) - List the Travel Order Number (TONO NO.) which is found in block 14 of the orders form, together with the office that issued the order, and the date of the orders. Example: TONO 234ABC123, DIRAUX 4(SR), 12NOV94.
  - f. Previous Payments Advances (block 10) - List any advances that were received. This includes traveler's checks, if obtained through the Government for travel. If none, state "NONE".

- g. Organization and Station (block 11) - Use the address of the office which issued the orders.
- h. Dependents Info (blocks 12/13/14) - Not applicable.
- i. Itinerary (block 15) - Complete the appropriate blocks as follows:
  - (1) DATE - Enter last two digits of the calendar year on top. Also list the date traveled using month and day (eg. 08OCT or 08/11).
  - (2) LOCAL TIME - Enter the time departed (DEP) and arrived (ARR) at each location. Use military time (24-hour clock: 0700, 1300, 2200 etc.).
  - (3) PLACE - List the name of place visited, including city and State. Examples: USCG STA Annapolis, MD; USCG Headquarters, Washington, DC; Budget Hotel, Baltimore, MD, Kennedy Airport, New York, NY
  - (4) MEANS/MODE OF TRAVEL - Use the appropriate abbreviation code to describe the mode of transportation used. Codes listed on reverse side (pg. 2) of the travel claim form.
  - (5) REASON FOR STOP - Use the appropriate abbreviation code for the reason for each stop. Codes listed on reverse side (pg. 2) of form.
  - (6) LODGING COST – Enter Cost of Lodging
  - (7) POC MILES - If use of a privately owned conveyance was authorized, the miles traveled should be recorded here. This block can also be used to include the mileage to/from an airport or other terminal if your personal car was used to make that trip.
- j. Submit original receipts for all reimbursable expenses over \$25.00 with the claim. Leave the "Allowed" block blank.
- k. POC TRAVEL (block 16) – If applicable, check owner/operator or passenger for status when traveling in a privately owned vehicle.
- l. REIMBURSABLE EXPENSES (block 18) – These expenses must be itemized by dates. List the date that the expense was incurred,

a brief explanation of expense (taxi fares/POV to and from airports, parking, personal airline tickets, rental care expenses, official Government baggage handling fees, phone calls to home, registration fees), and amount claimed.

m. GOVERNMENT DEDUCTIBLE MEALS – meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess.

n. SIGNATURE OF CLAIMANT (block 20) - Sign and date.

5. Required attachments to the DD-1351-2. The Auxiliarist should retain a copy of all travel claim documentation:

a. The original and three copies of the orders.

b. The original copy of any lodging receipt (if applicable).

c. The back copy of the airline ticket (if applicable).

d. Original receipts for any expense over \$75.00.

6. Travel Voucher Summary. Once your claim is completed and payment made, you receive a copy of a Travel Voucher Summary. A copy of this summary must be forwarded by the Auxiliarist to the office that issued the orders so the accounting information can be used to close out the Travel Order Number (TONO).

J. CG Auxiliary Funded Orders. The procedures for reimbursement under Auxiliary funded orders are contained in the Auxiliary's Fiscal Policy Guide (ANMC-1). Questions regarding these procedures should be referred to the Treasury, CG Auxiliary National Board, Inc.

K. Assignment to Duty. The issuance of CG orders as described in paragraph C through F of this chapter (except invitational orders) and those orders issued by the Auxiliary on the "Temporary Duty Travel Request and Authorization" form; in addition to the other methods of Assignment to Duty contained in Chapter 5; constitute Assignment to Duty under provisions of 14 U.S.C. 831.

L. Minor Damage and Loss Claims.

1. At the order-issuing authority's discretion, Auxiliarists may submit minor damage or loss claims (less than \$200.00) without the necessity of an investigation to establish proof of an identifiable relationship between the

specific patrol activity and the minor damage/loss. These minor damage/loss claims must be submitted on form CG-4112 and forwarded to the order issuing authority for processing and payment. This claim must include a statement by the Auxiliarist explaining the facts/ circumstances of the damage or loss. Further investigation will only be required if the order issuing authority has reason to look beyond the Auxiliarist's statement. If approved, these claims must be funded from the Operating Expense (OE/AFC-30) funding of the order-issuing authority.

2. Claims in excess of \$200.00 must still be processed in accordance with applicable District and MLC guidance. These claims will require an investigation and, if approved, funded through the claims account.

Appendix 9-A

Temporary Additional Duty Request and Travel Order

(Form CG-4251)

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Appendix 9-B

Auxiliary Patrol Orders

(Form CG-5132 – Rev. 1-97)



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Appendix 9-C

Electronic Transfer/Direct Deposit Form

(Form FMS-2231)

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Appendix 9-D

Coast Guard Travel Voucher

(Form DD-1351-2 dtd AUG 1997)

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